



2008-2009 Services to the Field

2008-2009 Services to the Field Grants are for services occurring between July 1, 2008 and June 30, 2009.

Organizations/Agencies may submit a complete application no later than 5:00 PM, March 3, 2008. **This is not a postmark deadline.** The Commission will not accept applications via fax, email, or other electronic means.

Grant applicants are responsible for reading the Commission's *2008-2010 Guidelines for Funding* to determine eligibility.

Commission grantees will be expected to comply with all policies as stated in the *Guidelines for Funding*. Information on Basic Eligibility and the Services to the Field grants is listed on pages 6 and 12.

In signing the application form, applicants are agreeing to comply with the conditions listed in the *Guidelines*.

If you have further questions regarding your organization's eligibility or to receive a copy of the *2008-2010 Guidelines for Funding*, contact the Commission staff:

Virginia Commission for the Arts
223 Governor Street
Richmond, VA 23219
Ph: 804-225-3132
Fax: 804-225-4327
Email: arts@arts.virginia.gov
www.arts.virginia.gov



2008-2009 Services to the Field Grant *Strengthening Virginia through the Arts*

Purpose: These grants support the work of local arts agencies and other organizations that provide services to artists and arts organizations, that focus on the development of the arts as a whole in the community or region, and that work to integrate the arts more fully into the community or region.

Description: These grants will support services of all types provided to artists and arts organizations including: planning and research studies; promotional materials, newsletters, and calendars of arts events; salaries for staff to provide services; costs of presenting conferences and professional development workshops; shared administrative costs, such as information technology or office equipment; operational costs for facilities that house multiple arts organizations or groups of artist studios; shared technical services; other costs of information and services provided to artists and arts organizations throughout the community or region; and start-up costs for new local arts agencies.

Note: Regranting funds or the costs of presenting arts activities for the public are not funded in this category.

Deadline: Organizations may submit a complete application no later than March 3, 2008, for expenses occurring between July 1, 2008 and June 30, 2009. All applications must be **received** in the Commission office no later than **5:00 p.m., March 3, 2008. This is a receipt deadline, not a postmark deadline.**

Eligible Applicants: Arts councils, commissions, or other entities whose principal purpose is to provide planning, support services, and development for arts organizations and artists in a local or regional geographic area. New and emerging arts local arts agencies may apply for support through a fiscal agent. (See page 19 of the guidelines for information about fiscal agents.)

Note: Eligible applicants may apply in the categories of General Operating Support for Arts Organizations, Project Grants, or Services to the Field but not in any two of those categories in the same year. For a complete listing of eligibility requirements for Services to the Field, please refer to the **2008-2010 Guidelines for Funding.**

Criteria for Evaluating Applications:

- Effective organizational structure and administrative capacity
- Quality of organizational planning
- Evidence of community-wide planning for growth of the arts
- Quality of partnerships and collaborations with local arts and civic organizations
- Quality of partnerships and collaborations with artists
- Promotion of diverse arts and culture
- Effective communications with artists and arts organizations and the community at large
- Community need for Virginia Commission for the Arts funding

Applications will be reviewed by a statewide, multidisciplinary advisory panel.

Amount of Assistance: Generally, the grant amounts will be \$20,000 or less. The Virginia Commission for the Arts will rarely grant more than 50% of the cash costs of any proposed project.

Application Review & Payment Procedure:

Completed applications must be **received** by the Commission on or before **March 3, 2008**. The Commission does not accept application materials via facsimile transmission or other electronic means. The Commission staff reviews each application for completeness and eligibility. Incomplete or ineligible applications will not be reviewed and will be returned to the applicant with a brief explanation. Applications are reviewed by a statewide multidisciplinary panel and approved by the board of the Commission. Applicants are notified of Commission action by mail. The Commission will pay 85 percent of the grant amount at the beginning of the Commission's fiscal year. The final 15 percent will be paid within 30 days after the Commission receives and approves the final report for the fiscal year. **Final reports must be received by the Commission no later than June 15, 2009.**



2008 - 2009 SERVICES TO THE FIELD

Twelve (12) copies of the application (see checklist) must be received no later than 5:00 PM, March 3, 2008. The Virginia Commission for the Arts will not accept any application materials via fax or email. Original signatures are required on the Certification of Assurances and Grant Conditions form. For assistance or more information, contact the Commission office. The Commission staff is available for consultation on applications and to review drafts of applications.

Mail application to:

**Virginia Commission for the Arts
223 Governor Street
Lewis House – Second Floor
Richmond, VA 23219
804/225-3132 (phone)
www.arts.virginia.gov**

DIRECTIONS:

Please type answers to all of the following sections on your own paper following the numbered sequence. Identify your answers with both the number and heading of the section; e.g., "2. Applicant Organization Name". Please respond as briefly and concisely as possible, yet remember that some panelists will know only what you tell them about your organization. Be sure to address all questions/information requested in each section. **Use no more than TEN (10) 8 1/2" by 11" pages typed on one side (excluding supporting documentation). Use a typeface of 12 point or larger.** Use binder clips in the upper left hand corner of each copy of the application. **Do not submit applications in spiral binders or folders.**

1. Type **"2008-2009 Services to the Field"** at the head of the page.

2. **Applicant Organization/Agency Name** Include address, city, state, and zip code.

3. **Telephone, fax, email, URL**

4. Federal Employer ID Number

Federal Employer ID number is assigned to your organization/agency by the federal government as your Federal Employers' Identification Number (do not submit Virginia Sales Tax Exempt number.) This number must be included in your application. Please make sure the number is entered correctly. Payments cannot be made without the Federal Employer ID number. **A letter from the Internal Revenue Service with the Federal Employer ID number must be included with the application (letter not required for units of government.)**

5. County/City

If the headquarters of your organization/agency is in an independent city according to Virginia law, put the name of the city. If the headquarters of your organization/agency is not in an independent city, put the name of your county.

6. Contact Person

Name, title, and telephone number of the person to be contacted for more information about this application.

7. Amount Requested

8. International Activity

(For reporting purposes only; will not be considered during grant-making process.) Please check yes or no to indicate whether your request includes funds for any of the following:

- | | |
|--|--|
| <input type="checkbox"/> yes <input type="checkbox"/> no | 1. activities involving travel to other countries; |
| <input type="checkbox"/> yes <input type="checkbox"/> no | 2. activities in which foreign artists visit Virginia or the U.S.; |
| <input type="checkbox"/> yes <input type="checkbox"/> no | 3. any cultural exchange program; or |
| <input type="checkbox"/> yes <input type="checkbox"/> no | 4. activities linking your organization with artists or institutions in other countries. |

9. Mission and Programs

What is your organization's/agency's mission? What are its major programs?

10. Long Range Plan

Has your organization/agency adopted a long range plan? If so, attach it to each copy of your application.

11. Proposed Services

Describe the services you propose to provide with the requested grant. Describe the intended recipients of these services. Describe the intended impact of the proposed services. How do the proposed services fit into the existing programs and services of the applicant organization/agency? Are the proposed services new or expanded?

12. Need for Services

How did your organization/agency determine the need for services? Who was involved in determining the need for services? How will the impact of the services be evaluated?

13. Arts Planning in the Community

Does your organization/agency take a leadership in role in community-wide planning for the growth of the arts? If so, describe the planning process. Who is/was involved in the planning? What has been accomplished as a result of such planning in the past? If there is a written community-wide plan, attach it to each copy of your application.

14. Partnerships and Collaborations

Describe existing partnerships and collaborations with local arts and civic organizations, area schools, and artists.

15. Communications with Artists, Arts Organizations and the Community

Describe your strategies for communications with artists and arts organizations in your area and with the community at large.

16. Budget of the project

A. List the estimated cash expenses and cash income for the proposed services using this format:
 (Under estimated cash income, please list source from which funding has been requested and/or secured. Do not include in-kind contributions.)

Estimated Cash Expenses of the Services		Estimated Cash Income of the Services	
<u>Description</u>	<u>Amount</u>	<u>Description</u>	<u>Amount</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
*TOTAL CASH EXPENSES: \$_____		*GRANT AMOUNT REQUESTED: TOTAL CASH INCOME: \$_____	

* PLEASE NOTE: Total expenses and income should be equal, if not, please explain. Total grant request must not exceed 50% of total estimated cash expense of the services.

17. Organizational Structure

A. When was your organization/agency founded? When was it incorporated? How many people are currently employed by or volunteering their efforts to your organization? Use the following format for your answer: Include volunteer/paid contracted/fee for service/full or part-time individuals.

	Full-Time	Part-Time Paid	Volunteer
Administrative	_____	_____	_____
Artistic	_____	_____	_____
Technical *	_____	_____	_____
Board/Trustees	_____	_____	_____
Other (committees, etc)	_____	_____	_____

B. List principal paid staff positions by title. Indicate full or part-time. Show hours per week for part-time.

C. If your organization/agency has a board of directors, describe the major functions of the board. What is the average length of board service? How often does the board meet? What skills and community groups are represented by board members? Do any members of the board of directors perform or exhibit with your organization? If so, how many? Describe any unique features of your organization's structure which help it achieve its mission.

18. Financial Statement

Applicant must either submit an audited statement or treasurer's report showing total income and expenses for the most recently completed fiscal year.

19. Racial/Ethnic Involvement

A. Describe the racial/ethnic demographics of your service area. Describe the effort you make to involve people of color (Asian, Black/African American, Hispanic/Latino, American Indian/Alaskan Native, Native Hawaiian/Pacific Islander) in your organization as board, staff, volunteers and audience. What steps have you taken to develop specific programs which address the needs and/or interests of multi-cultural people?

B. For the people listed in Section 23A, how many are people of color or special constituencies? (definitions: people of color--American Indian/Alaskan Native, Asian/Pacific Islander, Black, or Hispanic; special constituencies--individuals with mental or physical disabilities or older persons.) Use the following format for your answer (note: further information is required on the attached National Standard for Arts Information Exchange Race/Ethnicity Data Collection Form):

	People of Color	Special Constituencies
Administrative	_____	_____
Artistic	_____	_____
Technical	_____	_____
Board/Trustee members	_____	_____
Other (committees/etc.)	_____	_____

20. Compliance with the Americans with Disabilities Act and Section 504 of the Rehabilitation Act of 1973.

Section 504 of the Rehabilitation Act of 1973 is the federal law prohibiting discrimination against persons with physical or mental disabilities in federally assisted programs.

A. Are your organization's/agency's physical facilities and real estate owned, rented, donated, or shared? Briefly describe the facilities your organization uses most often for administration and/or its programs.

B. Who is the accessibility coordinator for your organization/agency? Does your staff receive training in working with persons with disabilities.

C. Answer the following questions using complete sentences. Do not skip any of these questions. If some are not applicable to your organization/agency, put "N/A" and explain why:

1. Does your organization/agency have an advisory committee to oversee compliance with Section 504 of the Rehabilitation Act?
2. Is there ramp access or elevators for wheelchairs?
3. Is there a wheelchair area for viewing performances?
4. Are there restroom facilities with grab bars and door widths to accommodate wheelchair users?
5. Will your public performances or programs provide:
 - o Interpreters for persons who are deaf?
 - o Telecommunications devices for the deaf (ttd) to reserve tickets or obtain information?
 - o Hearing amplification (FM, infrared, etc.) for persons with hearing impairments?
 - o Audio description of performances or presentations for persons who are blind or have low vision?

D. Describe any plans to improve future accessibility to individuals with mental or physical disabilities or older persons.

CERTIFICATION OF ASSURANCES AND GRANT CONDITIONS 2008-2009 FOR SERVICES TO THE FIELD GRANTEEES OF THE VIRGINIA COMMISSION FOR THE ARTS (Commission)

Virginia Commission for the Arts grantees are required to be non-profit Virginia organizations and exempt from federal income tax under Section 501(a), which includes the 501(c)3 designation of the Internal Revenue code, or are units of government, educational institutions, or local chapters of tax exempt national organizations.

No part of any Commission grant shall be used for any activity intended or designed to influence a member of Congress or the General Assembly to favor or oppose any legislation.

Each Commission grantee will:

- provide accurate, current and complete financial records of each grant.
- maintain accounting records which are supported by source documentation.
- maintain effective control over and accountability for all funds, property, and other assets ensuring that assets are used solely for authorized purposes.
- maintain procedures ensuring timely disbursement of funds.
- provide the Commission, or its authorized representatives, access to the grant-related financial records.

The grantee will expend any and all grant funds only for purposes described in the application form and attachments. The grantee must request permission in writing to make substantial changes in budget, schedule, program, personnel. The requested changes must be approved in advance by the Commission.

NOTE: If any project receiving grant support from the Commission has actual income in excess of expenses, the grantee must use these funds for other arts activities and the Commission must approve the organization's use of any of these excess funds up to the amount of the grant.

Each Commission grantee will comply with these federal statutes and regulations:

- Title VI, Section 601, of the Civil Rights Act of 1964, which provides that no person, on the ground of race, color or national origin, shall be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance.
- Title IX, Section 1681, of the Education Amendments of 1972, which provides that, with certain exceptions, no person, on the basis of sex or age, shall be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance.
- Americans With Disabilities Act and Section 504 of the Rehabilitation Act of 1973, which prohibits discrimination against persons with physical or mental disabilities in federally assisted programs. Compliance with this Act includes the following: notifying employees and beneficiaries of the organization that it does not discriminate on the basis of handicap and operation of programs and activities which, when viewed in their entirety, are accessible to persons with disabilities. Compliance also includes maintenance of an evaluation plan developed with the assistance of persons with disabilities or organizations representing disabled persons which contains: policies and practices for making programs and activities accessible; plans for making any structural modifications to facilities necessary for accessibility; a list of the persons with disabilities and/or organizations consulted; and the name and signature of the person responsible for the organization's compliance efforts ("ADA Coordinator").

continued on next page (signature required)

Each grantee will submit a Final Report to the Commission within thirty (30) days of the end of the grant period and before June 15, 2009 (A Final Report form is sent by the Commission with each grant award letter. It is the responsibility of the grantee to hold this form for completion until the end of the grant period). This report will contain a comparison of **actual** with **budgeted** amounts (as submitted on the application) for each grant prepared from the grantee's accounting records, and for General Operating Support grantees the Commission will separately require a financial statement (final or year-to-date) of all income and expenses of the grantee organization for the fiscal year in which the grant funds were received.

Acknowledgment of the Commission must be made in **all** published material (printed programs, news releases, web news, email alerts, advertisements, flyers, etc.) and announcements regarding the particular activity or activities supported. Suggested language is "(organization or activity) is partially supported by funding from the Virginia Commission for the Arts and the National Endowment for the Arts." If your organization is awarded a grant, camera ready logos will be sent with the award letter.

This form must be signed by an individual duly authorized by the governing body of the organization to act on its behalf and submitted with every grant application made to the Commission. The signature of the individual indicates the organization's compliance with the grant conditions listed above. A duly authorized individual must also sign the final report form.

The undersigned certifies to the best of his/her knowledge that:

- the information in this application and its attachments is true and correct;
- the filing of this application has been duly authorized by the governing body of the applicant organization;
- the applicant organization agrees to comply with all grant conditions cited above.

The undersigned further certifies that he or she has the legal authority to obligate the applicant organization.

_____	_____
Typed Name of Authorizing Official	Title

_____	_____
Signature of Authorizing Official	Date

Applicant Organization/Agency Name: _____

NATIONAL STANDARD FOR ARTS INFORMATION EXCHANGE

Racial/Ethnicity Data Collection Form

Individual Applicants:

Individuals should circle **any combination** of the characteristics listed below that apply:

- A: Asian
- B: Black/African American
- H: Hispanic/Latino
- N: American Indian/Alaskan Native
- P: Native Hawaiian/Pacific Islander
- W: White

Organizational/Institutional Applicants

(e.g. school, arts group):

Using the characteristics listed below, circle the predominant group of which the staff or board or membership (not audience) is composed. Organizations should choose the **one** code that best represents 50 percent or more of its staff or board or membership. If none of these conditions apply to the organization, classify the organization "99."

- A: 50% or more Asian
- B: 50% or more Black/African American
- H: 50% or more Hispanic/Latino
- N: 50% or more American Indian/Alaskan Native
- P: 50% or more Native Hawaiian/Pacific Islander
- W: 50% or more White
- 99: No single group listed above represents 50% or more of staff or board or membership

For Both Individual & Organizational Applicants:

Using the characteristics listed below, indicate if the majority of the grant activities are intended to involve or act as a clear expression or representation of the cultural traditions of one particular group, or deliver services to a designated population listed below, choose that group's code from the list. If the project or activity does not emphasize the culture or traditions of one group, please circle "99." If you seek or receive general operating support or support for administrative or artistic expenses for many projects and activities and cannot select one group, please circle "99".

- A: Asian individuals
- B: Black/African American individuals
- H: Hispanic/Latino individuals
- N: American Indian/Alaskan Native individuals
- P: Native Hawaiian/Pacific Islander individuals
- W: White individuals
- 99: No single group

NOTE: Generally, an activity can be considered "a clear expression or representation of the cultural traditions of one particular group" if it is:

(1) A project in which the intent is to communicate the culture or traditions of a particular race. For example, performances by an African dance company would be coded as "Black/African American."

and/or

(2) Projects which are usually understood to be reflective of the culture or traditions of a particular race. For example, Kabuki theatre is performed in many localities, and by many Asian and non-Asian groups. All of these performances would be coded as "Asian" because regardless of who produces the work, the type of theatre itself is widely understood to be an expression of Japanese culture.

<p style="text-align: center;">2008-2009 SERVICES TO THE FIELD APPLICATION SUBMISSION PACKET CHECKLIST</p>

A complete Services to the Field application must contain **TWELVE (12)** COLLATED SETS OF ITEMS #1-5, **COLLATED IN THE ORDER LISTED BELOW**, and one each of items # 6-8:

- 1) Completed Services to the Field Grant Application. (no more than ten (10) 8 1/2" by 11" pages typed on one side).
- 2) Resumes or biographical sketches of the principal personnel (paid or unpaid) of your organization. Show each person's title on the resume/sketch. Include artistic director, manager/executive director, development officer, marketing director, president, key committee chairs, etc.
- 3) List of the current Board of Directors/Trustees, including business addresses. Indicate officers of the Board.
- 4) Copy of the organization's/agency's long-range plan. (See #10 in Questionnaire).
- 5) Copy of audit/financial statement for most recently completed fiscal year. (See #18 in questionnaire).
- 6) ONE COPY ONLY, attach to top application set: Signed **Certification of Assurances Form** (two pages, signature on page 2 of form).
- 7) ONE COPY ONLY, attach to top application set: **Letter from the Internal Revenue Service** showing your organization's/agencies tax-exempt status and employer identification number (letter not required for units of government).
- 8) ONE COPY ONLY **National Standard for Arts Information Exchange Race/Ethnicity Data Collection Form**, attach to top application set (information will **not** be considered during the grant-making process).

Any application not containing all of the items listed above in the order shown will be considered incomplete. Applicants with incomplete applications will be contacted by Commission staff and informed of the missing information and the deadline for submission. Incomplete applications will **not** be reviewed by a panel or acted upon by the Commission **unless** the applicant re-submits the completed application by the due date provided by the Commission.

KEEP A COPY OF YOUR APPLICATION AND ALL ATTACHMENTS